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Assistant Director for Personnel

The Director of Training

Use of Provisional Clearances for Junior Officer Trainee-  
Officer Candidate School Applicants

1. This office has in the past always operated upon the theory that requests for provisional clearance should be held to the very minimum and only requested in especially worthy cases. However, a critical problem arises in cases of draft eligible Junior Officer Trainee-Officer Candidate School applicants. Under present conditions, many desirable young men are lost to the Agency because there is not sufficient time for full clearance. Consequently, it is requested that the following procedure, which was discussed briefly by the Personnel Director and the undersigned, be approved and put into operation at the earliest possible date:

a. The Office of Training will select the JOT/OCS candidates and forward an appointment action requesting provisional and full clearance on these individuals.

b. If a provisional clearance is granted, the Placement Branch, PDC, will contact the individual by telephone informing him that henceforth if he should receive a notification from his draft board ordering him to report for a physical examination, he should contact the Placement Officer handling OTR and ask for advice immediately.

c. The Placement Officer will advise the individual to report for duty with the Agency immediately, if the situation so demands.

d. The Office of Training will then request the Personnel Director to notify the individual's draft board of our action.

e. After the individual reports and is entered on duty in a provisional status he will report to the Unclassified Training Group, Office of Training, where he will be assigned an unclassified project commensurate with his background and grade level.

f. The individual will remain in the Unclassified Training group until full clearance is received, at which time he will start processing for entrance in Officer Candidate School through the Office of Training facilities.

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g. If full clearance is denied, the individual will be requested to resign.

2. We believe the above to be a realistic approach toward preventing the loss of valuable personnel to the draft, especially since they will probably fulfill their service obligation more fully under our Agency-sponsored program.

s/

MATTHEW BAIRD

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